

**INVENTORY CHECKLIST**

Unit Address:

Agents Name:

#Ordered & Purchased Date	# Needed	Batteries	Quantity on Hand	Brand
		TV Remotes		
		Smoke Detectors		
		Door Locks		
		Flashlights		
		Xtr Batteries (Flashlights)		

#Ordered & Purchased Date	# Needed	Lightbulbs	Quantity on Hand	Brand
		Oven Light		
		Recessed Lights		
		Lamp's/Misc.		

#Ordered & Purchased Date	#Needed	Linens	Size	Quantity on Hand	Color
		Fitted Sheets			
		Flat Sheets			
		Blankets			
		Comforters			
		Bath Towels			
		Pillowcases			
		Bed Spread			

**INVENTORY CHECKLIST**

Unit Address:	Agents Name:d
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#Ordered & Purchased Date	#Needed	Linens Cont.	Size	Quantity on Hand	Color
		Hand Towels			
		Wash Cloths			
		Kitchen Towels			
		Beach Towels			

#Ordered & Purchased Date	# And Sizes Needed	Pillows	Sizes on Hand	Color

#Ordered & Purchased Date	#Needed	Are there Bed skirts on bed(s)?	Can there be?	Color

#Ordered & Purchased Date	#Needed	Are there?	Size	Color
		Mattress Covers		
		Pillow Protectors		

**INVENTORY CHECKLIST**

Unit Address:	Agents Name:
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#Ordered & Purchased Date	#Needed	Flashlight/Emergency Kit	Quantity	Location

#Ordered & Purchased Date	#Needed	First Aid Kit in Condo	Quantity	Location

#Ordered & Purchased Date	#Needed	Battery Operated Radio	Quantity	Location

#Ordered & Purchased Date	How old is water heater?	What size/gallons?	Location in unit?

#Ordered & Purchased Date	Appliances	Model #	Serial #
	REFRIGERATOR		
	RANGE		
	WASHER		
	DRYER		
	DISHWASHER		

INVENTORY CHECKLIST

	AIR CONDITIONING UNIT	WINDOW/PORTABLE		
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#Ordered & Purchased Date	Small Appliances	In Unit Y/N?	Brand	Serial #
	COFFEE MAKER			
	TEA KETTLE			
	BLENDER			
	TOASTER			
	HAIR DRYER			

#Ordered & Purchased Date	How many T.V.'s are in the unit?	TV Brands	Location

Communications & Misc.	Yes/No	Last Updated
STAND W/QR CODE IN UNIT		
IS THERE A WELCOME BOOK IN UNIT		
BROOM & DUSTPAN IN UNIT		
BATHROOM PAINTED/COLOR		
BEDROOM PAINTED/COLOR		

INVENTORY CHECKLIST

CLEANING SUPPLIES IN UNIT		
DISINFECTANT WIPES IN UNIT		
IS THERE AN OWNER'S CLOSET?		
KEYS OR CODE TO OWNERS CLOSET?		
DOOR SIGN W/CHECK OUT INFO?		
IS THERE A SOFA SLEEPER?	DATE PURCHASED:	SIZE OF MATTRESS?

NOTES: